

Job Description: ENVIRONMENTAL HEALTH DIRECTOR

Class No.		Department:	Environmental Health
Position No.	635-1111	EEOC Category:	Officials/Administrators
Grade/Step:		FSLA:	Exempt

SUMMARY OF POSITION

This position oversees the daily operations of the Environmental Health Department. This position coordinates job assignments and workload among staff. Also, interprets laws, rules, regulations, and policies of the department while supervising staff. This position maintains current working knowledge of programs, policies and procedures serving the Environmental Health mission which is to protect the public and consumer health of the residents of Guadalupe County by regulating on-site sewage disposal and oversight of environmental enforcement.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court
2. Directs: Flood Plain Administrator, Flood Plain Manager, Sanitation Inspector(s) and Clerk II
3. Other: Has frequent contact with other county departments, the public, and local, state, and federal agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Familiarity with Guadalupe County and its various soils, creeks, rivers, and topography.
- Environmental enforcement of claims, environmental crimes, and illegal dumping.
- On-Site Sewage Facility (OSSF) permitting, inspections, and complaints; site inspections, review of septic designs, installation inspections, repair guidance, systems certifications, and complaint investigations.
- Assisting in the subdivision process to ensure compliance with our county's regulations.
- Knowledge of the Texas Commission on Environmental Quality – OSSF Program and the US Environmental Protection Agency.
- Permitting of applications.
- Knowledge and experience with Water Management regarding stormwater and flood control.
- Performs multiple projects simultaneously while maintaining an effective balance of priorities and high productivity.
- Ensures proficiency with technology and tools (i.e., Microsoft Word, Adobe, and PowerPoint).
- Respond promptly to phone calls, emails, and other correspondence.
- Interpersonal communication skills and ability to communicate and work in a collaborative group with colleagues on the development of new and pending matters.
- Encourages and mentors staff.
- Knowledge of the Texas and Federal environmental statutes and regulations.
- Ability to comply with the Guadalupe County Personnel Policies and Procedures.
- Ability to perform thorough and factual analyses and exercise good judgment.
- Occasional ability to work extended hours to accommodate caseload demands.
- Ability to organize and prioritize assignments to meet deadlines.
- Ability to comply with office training requirements.
- Attendance is an essential function of the job.
- Performs other duties as assigned.

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OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 10 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed, and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

Knowledge of principles and practices of state and federal laws pertaining to Environmental Health.
Ability to execute and supervise a program of constant enforcement of state and local laws and regulations, establish, and maintain effective working relationships with co-workers, other county employees and the general public.
Motivate employees, demonstrate proficiency in both oral and written communication, exercise good judgment in making decisions and maintain necessary certificates.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation or its equivalent, plus two years in a supervisory position. This position must also have four to six years of experience working with environmental health laws and regulations. Or any equivalent combination of experience and training which provides the required knowledge and skills.

CERTIFICATES AND LICENSES REQUIRED

A Valid Texas Driver's license is required. Employee must be insurable by Guadalupe County insurance company to operate County vehicles.

Must be able to obtain the licenses of a Designated Representative and Site Evaluator from TCEQ within a 12-month period.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee’s Personnel File.